



City of Fayetteville

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MAYOR
Edward Johnson

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Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

February 16, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: February 8th through February 14th

CITY ADMINISTRATION

City Manager

- Held a half-day meeting on Monday, February 8th with Assistant City Manager Alan Jones and Finance and Administrative Services Director Mike Bush, to discuss the City's organization chart as well as each department's organizational structure.
- Attended a meeting on Tuesday, February 9th with AVPRIDE and Fayette FACTOR staff to discuss an anti-drug campaign/coalition in Fayette County.
- Attended the Main Street strategic planning meeting on Tuesday, February 9th.
- Attended a 30-minute software demonstration conducted by BS&A on Tuesday, February 9th regarding code enforcement/work orders.
- Held a half-day meeting on Tuesday, February 9th with Assistant City Manager Alan Jones and Finance and Administrative Services Director Mike Bush, to discuss the City's organization chart as well as each department's organizational structure.
- Held a meeting with Virginia Gibbs of the Fayette County School Board on Wednesday, February 10th to discuss student internship opportunities as well as other Fayette County School Board initiatives.
- Held a management staff meeting on Thursday, February 11th to introduce Michael Mumper and talk about the first steps of the City's social media outreach program.
- Held a meeting on Thursday, February 11th with Dawn Oparah and Jaquaye Okai from AVPRIDE to discuss and organize the mock Youth Council Meeting to be held during Cities Week (April 18th to 23rd).
- Responded to numerous citizen issues throughout the week and coordinated with the necessary departments to resolve the issues.
- Attended a meeting on Friday, February 12th with Mayor Edward Johnson along with Paul Michael and Clay Kirkley from Meritage Homes to discuss some concerns with Oakleigh Manor.

- Attended a meeting on Friday, February 12th with Mayor Edward Johnson and Tyrone Town Manager Kyle Hood, to discuss some planning initiatives in the County.
- Attended a meeting on Friday, February 12th with Mayor Edward Johnson along with Fayette County Development Authority Executive Director Joan Young and Fayette Chamber of Commerce President/CEO Carlotta Ungaro, to discuss economic development initiatives in the County.
- Attended a meeting on Friday, February 12th with Mayor Edward Johnson and Jeff Mellin to discuss the development of the Fayette Arts Coalition.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Attended a meeting with Tyler New World and started entering Chart of Accounts on February 10th through 12th.
- Working on Banking Services RFP.

Accounts Payable

- Keyed payment data for 131 invoices and processed payments to 77 vendors.
- Prepared 82 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received five (5) new business applications.
- Issued ten (10) new business licenses.
- Collected \$26,168.64 for 2015 delinquent and new licenses.
- Collected \$15,780.46 from the Hotel/Motel Tax.
- Collected \$1,988.36 from the Alcohol Beverage Sales.
- Collected \$3,230.19 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$21,872.29 in Sanitation and Stormwater revenues.
- Established water and sewer service for 27 new customers.
- Received \$60,907.21 in water and sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 5 on 02/11/16 generated 3 delinquent accounts.
 - Out of the 53, 24 accounts called and 16 received tag through mail due to bad or no phone numbers.
 - Account Clerks received about 17 calls from these customers.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Fire Fighter (All Levels): Open until filled

- Resumes from Week of February 8th through 12th
 - Fire Fighter: 3
- Rejection Letters for Fire Fighters Sent
 - 60 rejections

Court

- # of citations received: 154
- # of warrants issued (FTA & VOP): 3
- # of citations (FTA) sent to DDS: 13
- # of scheduled arraignment cases: 67
- # of scheduled trial cases: 27
- Total amount collected for the week: \$46,596.68

Information Technology

- GIS Projects
 - Reviewing and adding Asset data (from the county) to the Fayette Visioning asset map. Continued to work on the Asset Map Project.
 - Network Analyst Training Class (in progress when time allows).
- Technology Projects
 - Installed 85% of 15 desktops for finance system.
 - New World Systems Software training and data conversion.
- Police Technology Projects
 - Five laptops were repaired.
 - Conducted body camera maintenance.
- Open Records Request
 - DVD request of traffic stops and investigations: **7**
- Web Site Visits for the Week
 - Total Pages Viewed: **8,994**
 - Total Unique Pages Viewed: **7,534** (excludes repeated pages viewed)
- Average time spent on each page: **59 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,837	18.20%
2.	Jobs	485	5.39%
3.	Events	335	3.72%
4.	Government	283	3.15%
5.	Police Department	276	3.07%
6.	Search Results	261	2.90%
7.	Residents	248	2.76%
8.	City Departments	227	2.52%
9.	Municipal	202	2.25%
10.	Online Payment	201	2.23%

- Facebook Insights
 - Total Page Likes (Fans) 4,872
 - Total Reached 1,225
 - People Engaged 180

- Post Clicks 285
- Fans
 - Women 77%
 - Men 23%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Implemented 360-degree photography at the Train Depot and HDF Museum to help market those facilities on Google and the City's website. The City Hall council chamber was also photographed for informational purposes.
- Department head meeting with Social Media consultant to assist in the development of the forthcoming City e-newsletter. Also, initial planning on how to maintain a more consistent social media/web presence.

Planning & Zoning

- Held AAAC meeting for Arby's facelift and two new residential elevations. All will go the Planning Commission for final approval.
- Completed multiple site plan/rezoning reviews for upcoming Planning Commission monthly meeting.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Held annual Strategic Planning meeting that was facilitated by consultant Billy Parrish.
- Implemented higher security standards for the Amphitheater website.
- Progress in coordination of plan to save/relocate historic home at 210 South Jeff Davis.
- 2016 series subscription renewals in full throttle.
- Outreach to all amphitheater sponsors for 2016 renewal. Also secured new Presenting level sponsor, Infiniti of South Atlanta.
- Further negotiations required for concert series, as one group cancelled their entire U.S. tour. Replacement offer pending.
- Met with local art community representatives to discuss other art events that could help to generate interest in local art, as well as help to fill the void left from the Fayette Fine Art Show.
- Continued preparation for 2016 series ticket marketing materials and outreach.

DDA

- Preparation for the Strategic Planning meeting to be held on February 17th.

Building

- Number of Building Inspections Performed: **61**
- Number of Permits Issued: **26**
 - **7: Building**
 - Commercial Repair/Remodel: **5**
 - Commercial New: **0**

- Residential Repair/Remodel: 2
- Residential New: 0
- 0: Demolition
- 4: Mechanical
- 0: Utility Restoration
- 0: Foundation Only
- 3: Electrical
- 7: Plumbing
- 0: Land Disturbance
- 0: Fence
- 0: Pool
- Plans Received: 1
 - Commercial Repair/Remodel: 1
 - Commercial New: 0
 - Residential Repair/Remodel: 0
 - Residential New: 1

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Repaired damaged Stop Sign at Sandy Creek.
- Put up delineation poles at Autumn Glen subdivision.
- Landscaped the medians on Jeff Davis Drive North.
- Cut and maintained the following areas:
 - Jimmy Mayfield
 - Helen Sams Parkway,
 - Dickson Springs Park
 - Weatherly Walk area up to Gwinnett Street
- Cut overgrown bushes on Highway 85 from Lafayette Ave up to Highway 54

Sewage Department

- Average daily flow treated is 2.455 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Lowered 4 manholes on Heritage Parkway.

Stormwater

- Cleaned out storm drains on Kelly Drive.

Water Department

- Average daily flow of 1.088 of system demand.
- Repaired 2 water leaks.
- Installed 4 meters.

Utility Locates

- Located the water and sewer for 34 utility locate tickets

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Disorderly Conduct**: Patrol units responded to a residence in the Virginia Highlands Subdivision where a male house guest was found to be drunk and disorderly. He was arrested and transported to the jail.
- **Harassing Communications**: Patrol unit responded to the Hack Shack where a person was making harassing phone calls to the business.
- **Threats**: Patrol units responded to Marco's Pizza for a person making threats. A report was completed.
- **Drug Possession**: A male came into the police department to report a missing tag and while at the police department it was discovered he was in possession of marijuana. He was arrested and transported to jail.
- Numerous arrest for traffic offenses (9), DUI (3)
- Several Arrest for shoplifting (3)
- 3 Wanted persons located
- Several arrest for offenses not listed above (3)

Training Division

- Training registered 12 officers for upcoming training classes and local academies.
- Conducted policy review with command staff.
- Researched trauma kits for the officers.
- Two patrol officers attended Verbal Judo training.

Criminal Investigations

- Detectives conducted a surveillance operation this week in the north end of the city.
- Detective Israel participated in a forensic interview at the Southern Crescent Sexual Assault and Child Advocacy Center in Hampton, Georgia.

School Resource Officers

- Fayette County High School: A fight was reported on Monday February 8th.

Office of Professional Standards

- OPS Personnel are working on background investigations on police officer applicants.
- Lt. Whitlow disseminated press releases for the armed robbery.
- Lt. Whitlow presented the active shooter class at Heritage Bank.
- The front office answered 97 phone calls, handled 43 walk-ins, referred 22 accident reports and 7 incident reports, processed 14 alcohol IDs and 4 impound releases, ran 2 backgrounds, 16 tags, and 16 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 53 emergency calls for service during the week.
- Significant Incidents: On Friday, February 12th at 6:39 PM, emergency units responded to investigate the report of a commercial building fire at 109 South Glynn Street. Caller reported the odor of smoke and a wall that felt hot. Units arrived and initiated a check of the business, adjacent occupancy and roof. The source was isolated to an electrical outlet which was de-energized to eliminate the hazard.
- Volunteer: The February 8th volunteer meeting was held at Station 91.
- Projects:
 - Attended a Social Media Outreach meeting to develop plans for a City newsletter.
 - Attended a retirement reception for Fayette County EMA Director Pete Nelms.
 - Truck 9 remained at 10-8 Fire in Forsyth for installation of mounting brackets for equipment. This process is approximately 90% complete and should be finished during the week of the 15th.
 - Met with City Manager and Finance to discuss organizational issues with fire department.